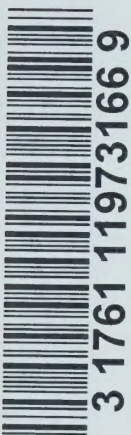


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Community Branch



Grant Submission Guidelines

DEPOSITORY LIBRARY MATERIAL

The Native Community Branch is a consultative agency which works with Native communities and organizations in their efforts to encourage Native self-reliance and participation in the life of the province. A community's goal may be as basic as the introduction of a craft program or as complex as the reduction or elimination of welfare dependency of its members. In every instance, the interest of the Branch lies beyond the specific project in the field of human resource development.



Ministry of
Culture and
Recreation

Multiculturalism
and Citizenship
Division

Hon. Reuben C. Baetz
Minister
Ward Cornell
Deputy Minister

Introduction

Programs of the Branch include consultative assistance, research and information, publications, policy advisory services and grants. The grants program is designed to assist Native communities and organizations in reaching priorities and objectives as identified by them. Projects must promote the *Branch's* goals:

1. to support Native heritage preservation and cultural continuity;
2. to promote the development of human resources and leadership in the Native community;
3. to assist Native communities in socio-economic development;
4. to facilitate direct Native access to government services and resources.

The grant program provides assistance to a wide variety of project areas such as social development, leadership training, small businesses, provincial organization support, communications, research, Native heritage and meetings.

The following grant submission guidelines are designed to help groups develop project proposals and to meet Branch grants conditions and criteria.

Grant Submission Guidelines

How to apply

1. A proposal must be submitted in writing to the Native Community Branch.
2. Proposals must be accompanied by a signed resolution of request from either a Band Council or Board of Directors.
3. Proposals should be submitted at least four months prior to the project's starting date. The Branch cannot fund projects retroactively.
4. The organization's most recent financial statement and any previous program reports must be submitted.

Proposals should include the following information

a) Applicant Organization

- Name, address, phone number and contact person.
- Objectives of the organization.
- History of the organization.
- Description of the organization's membership.
- Community support (letters may be attached).

- Previous projects undertaken.
- Profile of the local community may be attached.

b) Statement of Need

- Explanation of the need or problem to be addressed.
- What other local projects have attempted to meet this problem?

c) Project Proposal

- Detailed description of proposed project.
- Who will benefit?
- Where will it take place (specific community and/or surrounding area)?
- Time frame.
- Other relevant details.

d) Management-by-results Information

- Purpose of project.
- What specific community changes do you want to achieve?
- How are you going to measure these changes?
- What activities are you going to carry out to accomplish these changes?
- Evaluation plans including person responsible and date report due.

e) Liaison

- Written involvement/support of other appropriate ministries or levels of government must be attached.
- Other agencies or community groups involved in the project.

f) Project Resources

- Total project budget breakdown
- NCB grant request breakdown:
 - Salaries and benefits
 - Travel
 - Overhead expenses (specify)
 - Outside services (specify)
 - Capital costs
 - Other (specify)
- Letters of application to, and the responses from, other funders must be provided.
- Other funding generated for this project.
- Future funding plans for the project to replace NCB support.
- Organization's total budget and funding sources.

How to contact the Native Community Branch

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Staff in Toronto provide support to the field, work directly with provincial organizations and liaise with other federal and provincial departments, ministries and agencies. Toronto staff consist of the Director of the Native Community Branch, a senior consultant and four consultants in the areas of Native Culture, Social Development, Economic Development and Native Provincial Organizations.